

**RESOLUTION NO. 2016-03**

**A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF BENTON CITY TO SIGN THE AGREEMENT FOR GRANT WRITING AND COORDINATION SERVICES BETWEEN THE PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA) AND THE CITY OF BENTON CITY**

**WHEREAS**, it would be beneficial to the City of Benton City for the provision of professional grant writing and coordination services, the benefits of which would include such things as the securing of grants, foundation funds, searches for applicable grants coordinated with future projects and other valuable resources; and,

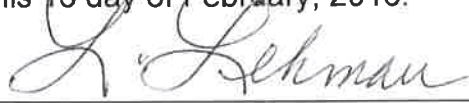
**WHEREAS**, the City desires to participate in a cost effective, coordinated effort to secure specifically identified resources supporting the enhanced economic development of the region and Benton County, NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF BENTON CITY, WASHINGTON**, hereby resolves as follows:

That the Mayor of the City of Benton City, Washington, is hereby authorized and directed to sign the original Agreement for Grant Writing and Coordination Services between the Prosser Economic Development Association (PEDA) and the City of Benton City, a copy of which is attached hereto and incorporated herein by this reference as Exhibit A; and to take all necessary steps required to complete this transaction.

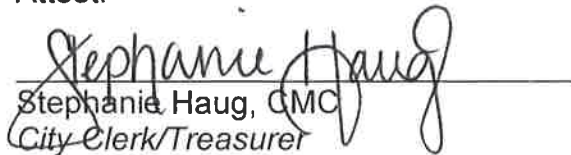
**ADOPTED** this 16 day of February, 2016, by the City Council of the City of Benton City, Washington, and signed in authentication of its passage this 16 day of February, 2016.

Resolution 2016-03 filed and recorded in the office of the City Clerk of the City of Benton City, Washington, this 16 day of February, 2016.



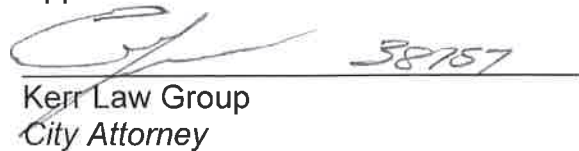
Linda Lehman  
Mayor

Attest:



Stephanie Haug, GMC  
City Clerk/Treasurer

Approved as to Form:



38757  
Kerr Law Group  
City Attorney

**AGREEMENT FOR GRANT WRITING  
AND COORDINATION SERVICES**

**THIS AGREEMENT** made and entered into this 24<sup>th</sup> day of February, 2016, by and between the Prosser Economic Development Association, a non-profit corporation hereinafter referred to as "PEDA" and the City of Benton City, a municipal corporation hereinafter referred to as "party". This Agreement is entered into as contracted services.

**WITNESSETH:**

**WHEREAS**, it would be beneficial to the party hereto for the provision of professional grant writing and coordination services, the benefits of which would include such things as the securing of grants, foundation funds, searches for applicable grants coordinated with future projects and other valuable resources; and,

**WHEREAS**, the party hereto each desire to participate in a cost effective, coordinated effort to secure specifically identified resources supporting the enhanced economic development of the region and Benton County.

**NOW, THEREFORE**, in consideration of the mutual benefits to be derived, it is hereby agreed as follows:

1. **PURPOSE AND SCOPE OF CONTRACTED SERVICES.**

The purpose of this agreement is for the city of Benton City to contract with PEDA for the provision of a professional grant writer. It is understood that PEDA, in cooperation with the party to this agreement, will supervise the grant writer and administer the program. The services provided herewith, referred to as "Contracted Services" shall without limitation include the following:

- A. The contracted party will designate a representative to attend quarterly grant writer meetings which will determine their needs for funding and other resources.
- B. Research/seek out grants, funding resources, and similar revenue sources, through a variety of sources, including the Internet, library, journals, publication, newsletter and other similar sources. Grants will pertain to community economic development and will be outside the scope of routine grants that are sought and/or awarded on a regular basis to public entities.

- C. Develop a comprehensive database of demographic information that will contribute to the preparation of grants, funding requests, and other similar revenue sources.
- D. Write/prepare or assist in the writing and preparation of grants and other proposals based on the identified needs of the contracted party.
- E. Establish positive relations with representatives of the city of Benton City which provide grant funds and/or other valuable resources; and,
- F. Perform related responsibilities as required in order to secure grant funds for the contracted party.

2. **MANAGEMENT CONTROL.**

The work is performed under the general direction of the Executive Director of PEDDA and in accordance with the contract provisions of grant writing/coordination services between the contracted party. The city of Benton City will designate a representative to serve on a Grant Management Committee, which will provide overview and direction for the specific scope of work and the assignment of grant writing tasks. Job performance shall be evaluated by the Executive Director of PEDDA, in conjunction with the city of Benton City on the quality and quantity of assistance provided on a quarterly basis. A 7% administration fee is factored into the \$15,000 total contracted rate for expenses incurred by PEDDA and for PEDDA oversight of the program.

3. **WORK SCHEDULE.**

The daily schedule and hours worked under this Agreement shall be generally subject to Grant Writers discretion, and will devote sufficient time as is reasonably necessary to fulfill the spirit and purpose of this Agreement. Grant Writer will keep a log of time worked toward these services, which will be submitted at quarterly meetings.

4. **CONTRIBUTION/PAYMENT FOR SERVICES**

The city of Benton City shall pay PEDDA \$15,000 annually as their contribution toward the contracted service. PEDDA shall provide the city of Benton City a monthly or quarterly claim for Payment for reimbursable expenses consistent with the terms

and conditions of this Agreement. The contracted party shall pay PEDA within thirty (30) days of receipt of the Claim for Payment.

5. **RECORDS.**

The records of PEDA relative to the performance of this Agreement shall be available for inspection by a representative of the party hereto upon reasonable request.

6. **AMENDMENT.**

This Agreement may be amended by the party upon execution of a written amendment or revision hereto, signed by the authorized representative of the contracted party.

7. **TERM.**

This term of this agreement shall be for a twelve (12) month period commencing on the 24 day of February, 2016, and terminating on the 23 of February, 2017.

8. **RELEASE.**

Any party may advise of its intent to terminate participation in this contract upon ninety (90) days notice, after which time said party shall be relieved of any further performance hereunder. The withdrawing party shall pay its proportionate share as set forth in paragraph 4., through the ninety (90) day notice period to the date of termination.

9. **RENEWAL.**

The parties to this agreement will meet during the month of October, 2016, to consider a renewal/extension of this agreement.

10. **NON-DISCRIMINATION.**

Each party agrees that it shall not discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, age, marital status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of any applicable federal or state law or regulation and each party agrees to be an Equal Opportunity Employer.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the dates written below.

**Prosser Economic Development Association by:**

  
\_\_\_\_\_  
Executive Director

**The City of Benton City by:**

  
\_\_\_\_\_  
Mayor

Approved as to form:

  
\_\_\_\_\_  
City Attorney